

Housing Authority
of the
Town of Exeter
277 Water Street
Exeter, NH 03833-1719
(603)778-8110 or (603)778-1479
FAX: (603)772-6433

M I N U T E S
Board of Commissioners Meeting
Regular Meeting May 13, 2010 – 1:00 p. m.
Community Room, 277 Water Street
Exeter, NH 03833

Item #1 – Roll Call - The roll call was taken. Present at the meeting were:

Acting Chair Person	Barbara Chapman
Commissioner	George St. Amour
Executive Director	Vernon Sherman
Maintenance Manager	Tony Teixeira
Secretary	Claire Purple

Absent: Commissioner George Bragg

Item #3 – Review 5-Year Plan – A copy of this Plan was distributed to the Commissioners and Mr. Sherman spoke on items that would be completed during this period. He hopes to pass this Plan at the June meeting.

Item #4 – Maintenance Committee Report – Barbara Chapman, Committee Chairman reported on this meeting.

Five-Year Plan Presented by Executive Director – This item was tabled and will be presented at the May meeting.

Kitchen Renovation Project at 277 Water Street - We have completed eight (8) kitchens to date and have four (4) left two (2) that are handicapped and two (2) typical units.

Vacancies – We currently have one (1) vacancy here at Water Street. The kitchen was renovated earlier this week and is being painted today. It will be leased up on Friday.

We will have another open up on the 15th of May. That kitchen will also be renovated and will be leased up for June 1.

Replacing Key Cylinders Perimeter Entry Doors – Mr. Teixeira reminded the Committee that the door cylinders on the perimeter door would be replaced later in the day. The new keys have already been distributed to the residents. The project should be completed by 4:00 p. m. today.

005 New Business – Ms. Chapman requested that the ceiling fan in the gazebo be examined for proper operation and if the greenhouse floor and shelving could be refinished with paint/polyurethane. Mr. Teixeira will schedule.

Walk Buildings/Grounds 277 Water Street – Ms. Chapman noted that the tree in front of the building that was struck by a car looked like it was dying. Only a small section of the tree produced flowers. Mr. Teixeira will investigate.

Item #5 – Maintenance Manager's Report – Mr. Teixeira reported on the following:

Vacancies:

We currently have four (4) units that are empty, all of them at Water Street. Two (2) are scheduled to be leased up for May 15th and the other two (2) on June 1st. We took the opportunity to renovate the kitchen in two (2) of the units.

Kitchen Renovation Project (Phase 4):

We have three (3) units remaining in Phase Four (4) of the project. We have one (1) scheduled for next week and the last two (2) will be scheduled in the near future.

We will have completed renovating sixty-one (61) kitchens at the end of this phase. The remaining twenty-four (24) will be done in the next couple of years.

Door Cylinder Replacement on Perimeter Doors, 277 Water Street:

We had the door cylinders on the perimeter entry doors replaced last month. We found that the existing cylinders were beginning to show signs of wear, that more residents were having a difficult time working their key. We also found this as an opportunity to regain control over who has a key to the building.

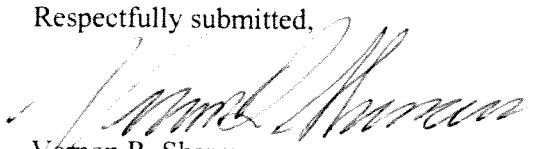
Item #6 – 10-Minute Audience Participation – There were no comments at this meeting.

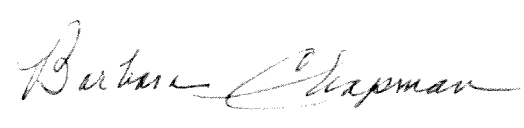
Items #7 – Executive Director's Report – Mr. Sherman reported that the financial through six (6) months for Public Housing is \$2,731.00 surplus. Rental income is down. Section 8 has a surplus of \$15,864.00.

Mr. Teixeira went to school last week for Public Housing Management.

As there was no further business the meeting adjourned at 1:30 p. m.

Respectfully submitted,


Vernon R. Sherman
Executive Director


Barbara Chapman
Acting Chair Person